

JUL 10 1967

APOLLO PROGRAM DIRECTIVE NO. 30

MA 009-030-1A

TO : DISTRIBUTION

FROM:

APOLLO PROGRAM DIRECTOR

SUBJECT: Apollo Technical Integration and Evaluation Communications and Working Relationships

I. PURPOSE

The purpose of this directive is to set forth policy, establish requirements, and identify responsibilities necessary to implement effective communications and working relationships for the successful accomplishment of Apollo Technical Integration and Evaluation effort.

II. SCOPE

This directive sets forth responsibilities, control channels for data requirements, technical information flow and working relations between:

NASA Apollo organizations
Apollo TIE contractor and NASA Apollo organizations
Apollo TIE contractor and other Apollo contractors

III. RESPONSIBILITIES

All elements of the NASA Apollo organizations assigned responsibilities for the Apollo Program shall adhere to the requirements set forth herein.

IV. IMPLEMENTATION

- A. All NASA Apollo organizations shall implement, through internal directives and procedures, the requirements set forth herein. A copy of these implementing directives and procedures shall be forwarded to the Apollo Program Director on or before August 1, 1967.
- B. The attached networks (Attachments IA through IE) reflect the working relationships and data flow channels covered by the policy set forth herein and shall be used as a guide in the preparation of implementing directives and procedures.

V. GENERAL POLICY

Each Apollo Program Office shall:

- A. Establish a Technical Integration Manager as the Center's Apollo Program Manager's representative and direct interface with the Center's Apollo TIE Contractor and the APO Technical Director for Integration and Evaluation.
- B. Establish definite points of communication and commitment on each Task (Task Directors), with defined authority to make decisions and act on behalf of the Program Manager. Establish and maintain a current listing, by name and organization identification, of each NASA point of commitment and Contractor Task Manager.
- C. Establish a chain of command to assure control over the flow of formal data and information being requested or exchanged.
- D. Identify and make available to the Apollo TIE Contractor, on a timely basis, official data sources for all information necessary to perform the Apollo TIE role.
- E. Develop and implement, through contractual action, three-party working agreements with Apollo contractors as required to:

- Exchange technical information,
 - Identify and understand data to be used,
 - Expedite the acquisition of source or work-around data.

These working agreements shall establish lines of technical communication which are as direct as possible with the contractor's activity involved without infringing upon the Contractor's proprietary information or Company's mode of operation. It is an objective to establish a single integrated working agreement with each pertinent Apollo contractor having multiple contractual instruments with one Center or contractual instruments with more than one Center. The APO Technical Director for Integration and Evaluation is responsible for coordinating with affected Center Technical Integration Managers to develop and implement these working agreements. Attachment II will be used as a guide in the development of these working agreements.

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- F. Establish and maintain a Government Furnished Documentation (GFD) list of data required to accomplish the Apollo TIE Task.

NOTE: This is a sample only. Actual organization names or abbreviations would be inserted where generic names are shown in parentheses. Additional or amended provisions would be made for specific agreements.

WORKING AGREEMENT

APOLLO PROGRAM

(TECHNICAL INTEGRATION & EVALUATION CONTRACTOR)

(APOLLO PROGRAM CONTRACTOR)

(NASA CENTER)

DATE _____

(DOC. NO.)

WORKING AGREEMENT-APOLLO PROGRAM
(TIE CONTRACTOR/CENTER/CONTRACTOR)1.0 INTRODUCTION

This Working Agreement defines the (TIE Contractor/Center/Contractor) relationship and ground rules to accomplish required coordination and data acquisition in support of The Apollo Technical Integration and Evaluation Contract, NASW-1650.

2.0 SCOPE

Technical information and data referred to herein are understood to be contractually deliverable to the Government, or are available upon request by the Government, and are within the intent and scope of Contract (NASX-XXXX).

(Contractor) will provide to (TIE Contractor) the necessary training to identify and understand the data being used. In the event of a conflict between this agreement and Contract (NASX-XXXX), the Contract shall govern. (TIE Contractor) and (Center) shall be notified when information and data requested are considered to be outside the scope of the (Contractor) Contract. (Center) will take the necessary action to resolve the problem. Further, should information and data requested be considered to be of a proprietary nature by (contractor), the request shall be referred to (center) for resolution.

3.0 GROUND RULES3.1 Points of Contact

(TIE Contractor) and (contractor) will provide a single point of contact in order to request data and arrange meetings relative to acquiring of technical information and data.
Contacts are:

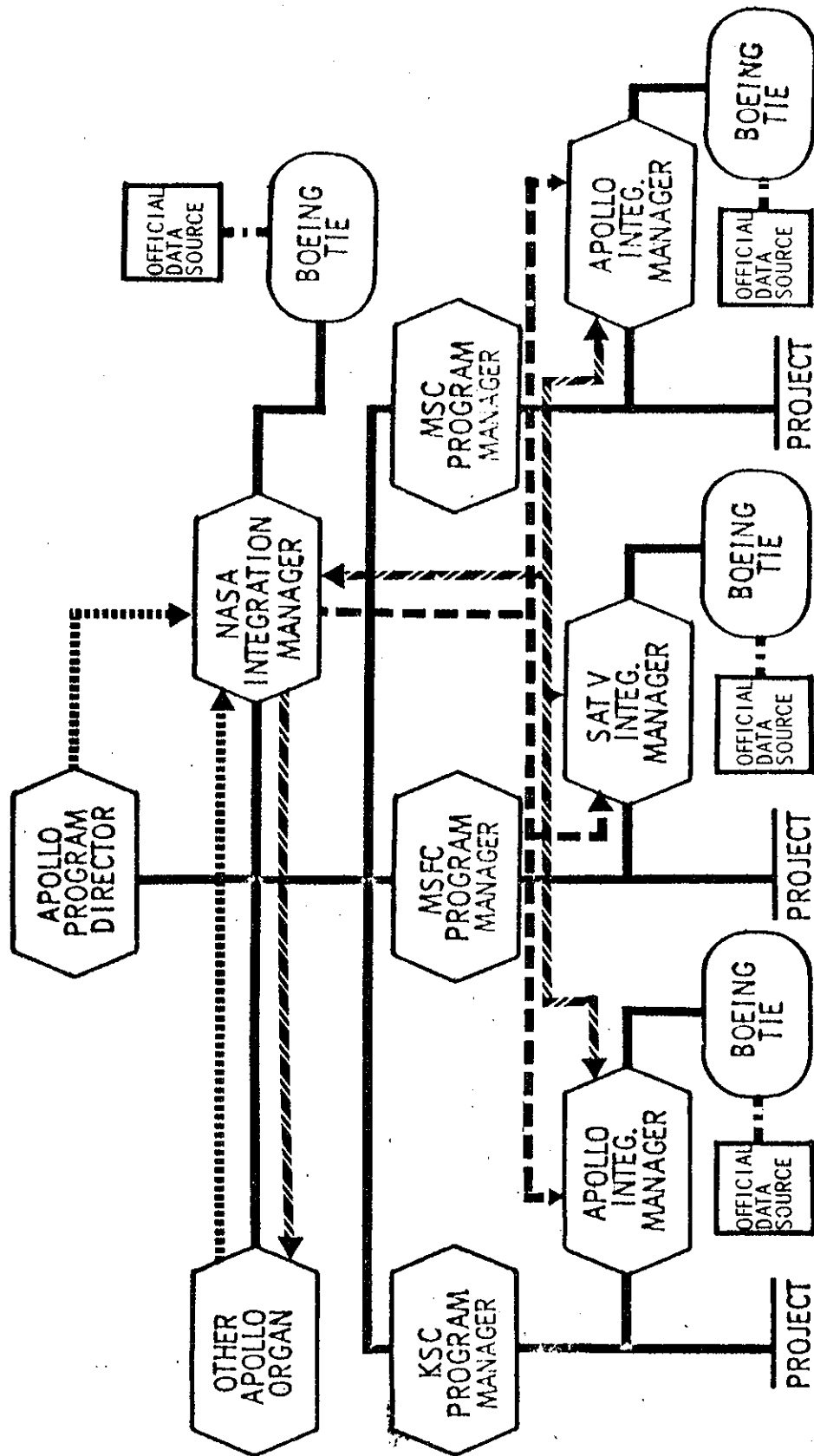
(TIE Contractor - Organization Title)
(Contractor - Organization Title)

3.2 Data Requests

All requests for data will be conducted between the above designated offices. Data may be requested by telephone, TWX, or letter. Telephone conversations involving requests for data, commitments, or decisions with respect to technical data transmittal will be immediately verified in writing. TWX requests for data will be acknowledged within three working days of receipt. Acknowledgement will specify the anticipated date when data will be transmitted or made available. Data supplied by (Contractor) will be in a reproducible form.

- a. When requesting meetings, (TIE Contractor) will provide a list of proposed agenda items, meeting location and date(s), visiting personnel and desired contacts, and designate a Team Leader, when required. This request will be submitted to (contractor) and (center) at least seven working days prior to a proposed meeting date.
- b. (Contractor) and (TIE Contractor) will agree on a meeting agenda, location, and dates at least three working days prior to the meeting. These final arrangements will be coordinated with (center).
- c. The (TIE contractor) Team Leader will prepare summary type minutes of the meeting. These minutes will consist of items discussed, decisions made, action items, and a record of data being transmitted. The minutes will be signed by the (TIE contractor) Team Leader and the (contractor) Meeting Chairman, and distribution made to all parties involved on an expedited basis, preferably at the end of the meeting.

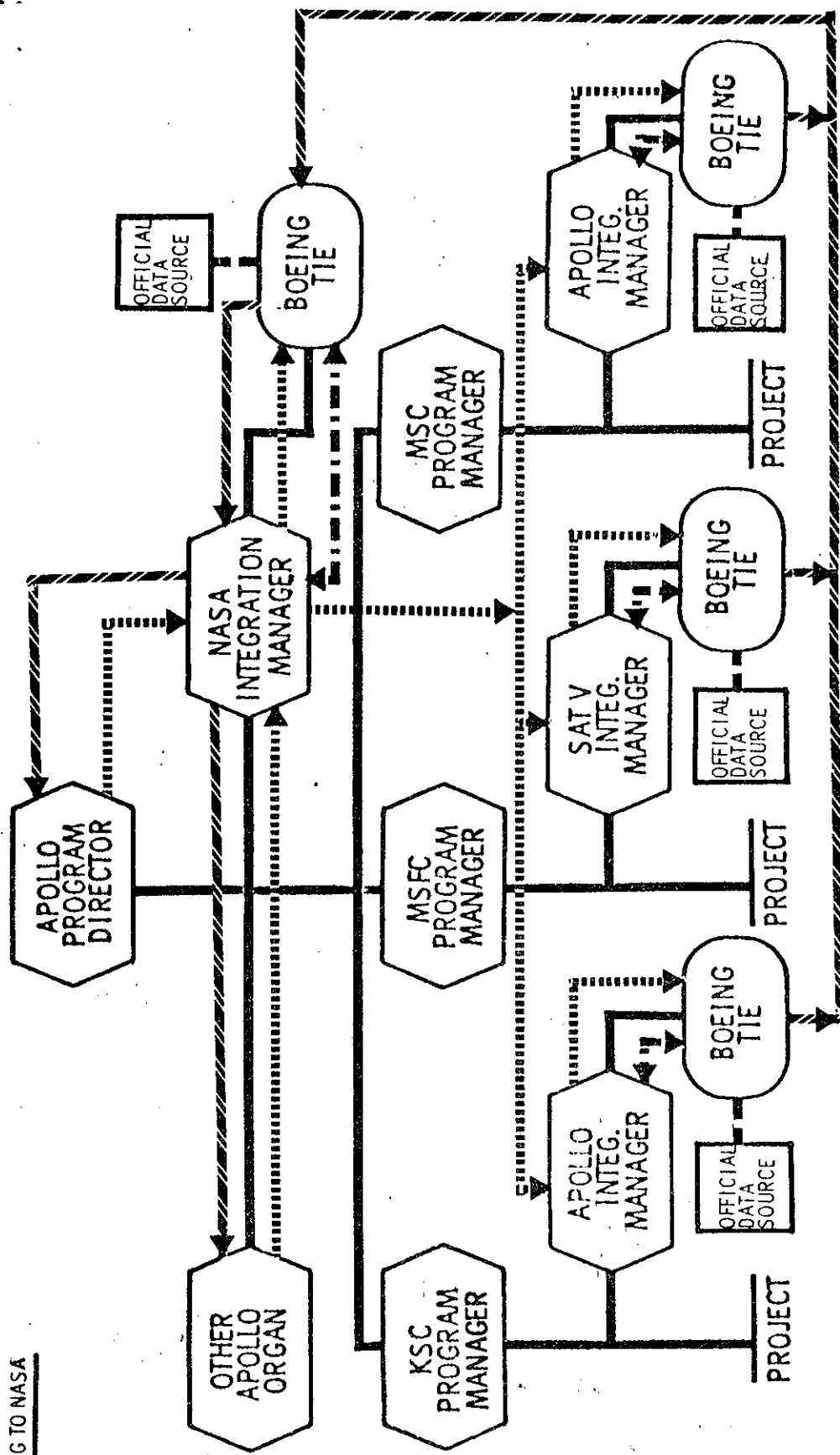
COMMUNICATIONS AND WORKING RELATIONSHIPS



- EXCHANGE TECHNICAL INFORMATION - IMPOSE REQUIREMENTS - REQUEST ACTION
- - - - - REQUEST OFFICIAL INFORMATION, DATA OR ACTION TO SATISFY AN APD REQUIREMENT
- ////// EXCHANGE TECHNICAL INFORMATION - HOLD REGULAR SCHEDULED MEETINGS OR DISCUSS PROBLEMS
- COMMAND LINE
- · - · - FIRST AND CONTINUOUS CHANNEL FOR SATISFYING DATA REQUIREMENTS

COMMUNICATIONS WORKING RELATIONSHIPS

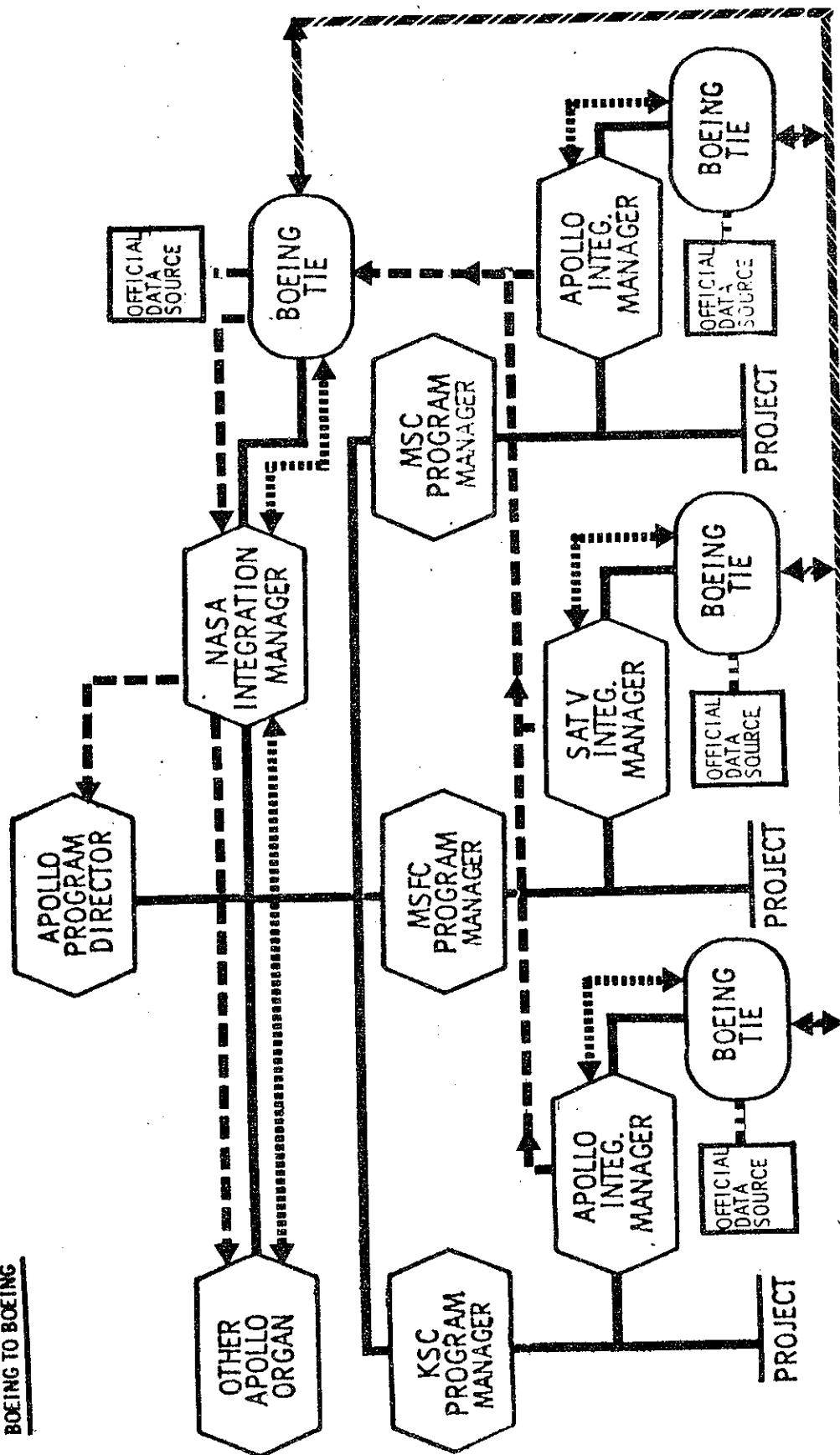
ATTACHMENT 1B
BOEING TO NASA



- ACTION LINE - REQUESTING OFFICIAL INFORMATION, DATA OR ACTION TO SATISFY AN APD OR MSF REQUIREMENT.
- ===== ACTION RESPONSE LINE, VALIDATED (APPROVED FOR RELEASE) INFORMATION & DATA ONLY.
- ===== COMMAND LINE
- ===== FIRST & CONTINUOUS CHANNEL FOR SATISFYING DATA REQUIREMENTS
- ===== DATA AND INFORMATION VERIFICATION

COMMUNICATION AND WORKING RELATIONSHIPS

ATTACHMENT 1C.
BOEING TO BOEING



- VALIDATED (APPROVED FOR RELEASE) INFORMATION & DATA ONLY.
- INFORMAL EXCHANGE OF TECHNICAL INFORMATION, INFORMATION OR ADVANCE WORK AROUND DATA.
- DATA AND INFORMATION VERIFICATION LINE.
- COMMAND LINE.
- FIRST & CONTINUOUS CHANNEL FOR SATISFYING DATA REQUIREMENTS

ATTACHMENT ID
[REDACTED] TO OTHER CONTRACTORS



CHANNEL FOR EXPEDITED WORKING INFORMATION AND DATA REQUIRED FROM CENTER PRIME. ANY CONTRACT FROM MSF BOEING TIE WITH CENTER CONTRACTORS MUST BE MADE BY CENTER TIE CONTRACTOR THROUGH THREE PARTY WORKING AGREEMENTS.

CONTRACTOR THROUGH THREE PARTY WORKING AGREEMENTS.
THREE PARTY WORKING AGREEMENT CHANNEL BETWEEN CENTER, CENTER TIE, AND OTHER CENTER CONTRACTORS

CONTRACTORS THREE PARTY WORKING AGREEMENT CHANNELS BETWEEN MSF, MSF TIE, AND OTHER MSF CONTRACTORS

INFORMATION COPY OF ALL TWX OR OTHER CORRESPONDENCE. OTHER COPIES WOULD BE PROVIDED AS DEFINED BY CENTER THREE PARTY WORKING AGREEMENTS.

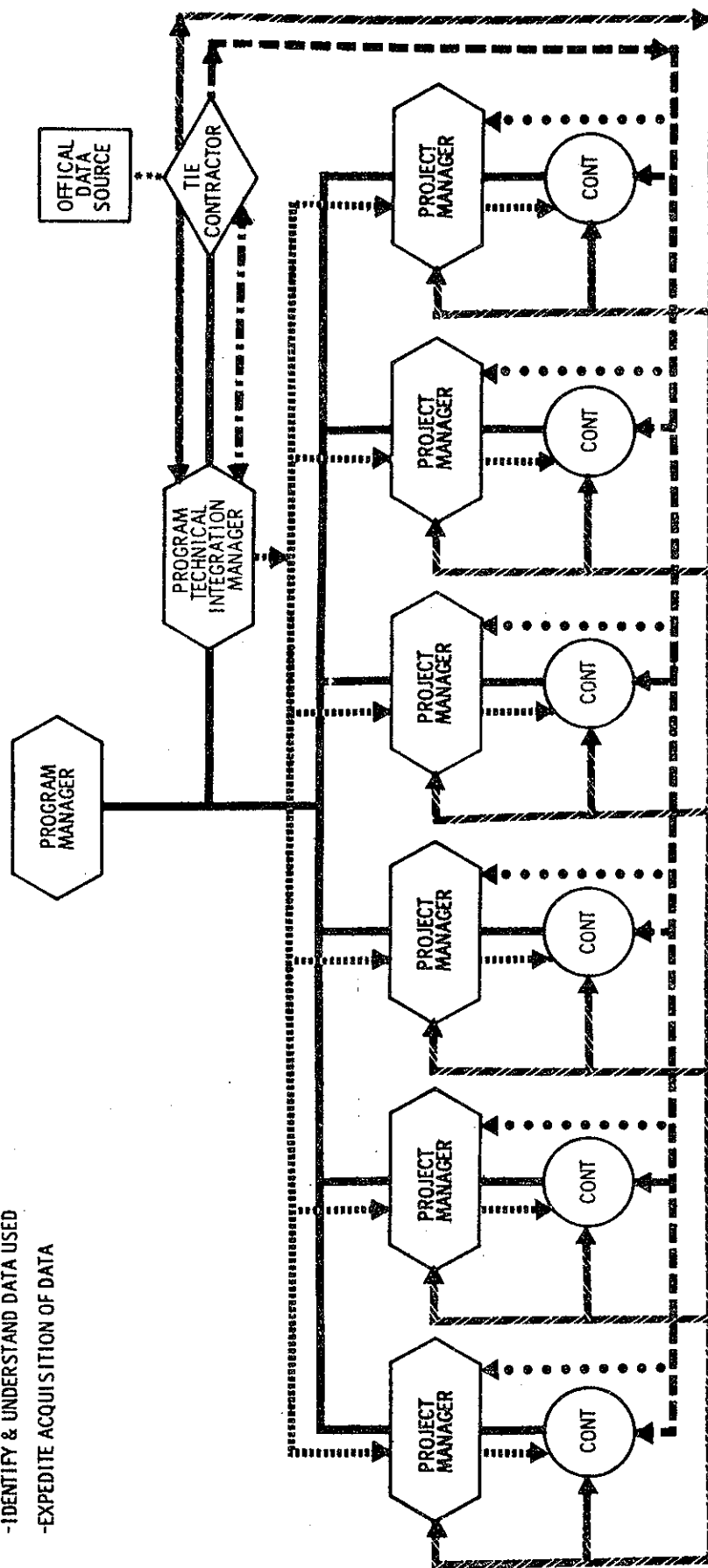
COMMAND LINE

CONCLUDED LIFE: FIRST & CONTINUOUS CHANNEL FOR SATISFYING DATA REQUIREMENTS

COMMUNICATIONS AND WORKING RELATIONSHIPS

INFORMATION

- EXCHANGE TECHNICAL INTELLIGENCE
- IDENTIFY & UNDERSTAND DATA USED
- EXPEDITE ACQUISITION OF DATA



~~SECRET~~ ~~NOFORN~~ **TELETYPE INCLUDING AGENDA OF PROPOSED TRIP
(7 DAYS PRIOR TO TRIP)**

••••• INFORMATION COPY OF INTENDED TRIP

**MINUTES OF MEETINGS
INCLUDING ALL PROBLEMS & DECISIONS**

DATA AND INFORMATION VERIFICATION

***** BOEING REQUEST THROUGH FORMAL CHANNELS.
DATA REQUIREMENT NOT CONTRACTUALLY
COVERED OR DELIVERED AT TIME REQUIRED.

~~XXXXXXXXXXXX~~ COMMAND LINE.

FIRST & CONTINUOUS CHANNEL
FOR SATISFYING DATA REQUIREMENTS.